



Minutes

Waukesha County Board

Executive Committee Meeting

October 6, 2014

Chair Decker called the meeting to order at 8:33 a.m. and led the committee in the Pledge of Allegiance.

Committee Members Present

Paul Decker (Chair)

Pauline Jaske

Gilbert W. Yerke

David W. Swan

David D. Zimmermann

Committee Members Absent

James A. Heinrich

Peter M. Wolff

Others Present

Chief of Staff Mark Mader

Federated Library Director Connie Meyer

Budget Management Specialist Bill Duckwitz

Treasurer Pamela Reeves

Accounting Services Manager Larry Dahl

Citizen Ron Frea

UW-Extension Director Jerry Braatz

Legislative Policy Advisor Sarah Spaeth

Director of Administration Norm Cummings

Budget Management Specialist Linda Witkowski

Senior Financial Analyst Steve Trimborn

Hazardous Materials Coordinator Steve Todd

Correspondence

A list of correspondence was distributed. Swan shared his appointment letter from the Wisconsin Counties Association to their Transportation and Public Works Steering Committee.

Approve Minutes of September 22, 2014

Motion: Yerke moved, Swan second, to approve the minutes of September 22, 2014. Motion carried 5-0.

Discuss and Consider the 2015 University of Wisconsin Extension (UWExt) Operating Budget

Braatz reviewed the 2015 UWExt budget as outlined in the county executive's proposed budget including program chart, financial and position summaries, program highlights, outcomes and objectives, and grant funding.

In response to Jaske's question, Braatz said in 2015, the department will transition away from annual drug collections/disposals and begin purchasing, installing and educating the public about six, year-round use medication drop boxes in Menomonee Falls, Oconomowoc, Mukwonago, Waukesha, Brookfield and Pewaukee. Decker said this effort will be more effective. In response to Zimmermann's questions, Braatz said UWExt will need to restate objective 9 regarding the drug awareness and collection program in the 2016 budget to match program changes.

Swan asked is there a written agreement between Jefferson and Waukesha Counties for the shared agricultural agent? Braatz said the counties review the position and their work twice a year but a more formal contract is needed. The newly hired agricultural agent will soon be conducting a needs assessment for the Farmers' Bureau.

Decker asked how were the results of the downtown Waukesha small business survey publicized? Braatz said the results were shared with the workforce development board, Waukesha County Economic Development Corporation, school districts, Waukesha County Technical College, county board executive

committee, UWExt's website, participants, etc. Decker asked did the workforce development board react to the results? Braatz said he met with representatives from the organization twice and plans on meeting with them again to try and figure out how the data can be beneficial. UWExt is still learning the best ways to use this data.

In response to Jaske's question, Braatz reviewed the key findings of the Village of Sussex survey and said better communication between village leadership and residents is important and needs improvement.

Swan said it is important to educate supervisors and citizens about the funding relationship between UWExt, the state and county. Braatz explained how UWExt in Waukesha County is motivated to be entrepreneurial. All other Wisconsin counties provide 40% of the county's budget contribution except Waukesha. Waukesha County's UWExt office is required to find half of the county's contribution through grants. Grant funding is required to match the county's strategic plan and focus on issues relevant to county government, businesses, families, etc. The department would most likely still seek additional funding to enhance operations and increase staff even if the county covered the entire amount. Decker said UWExt is extremely valuable to Waukesha County especially in light of population growth, need for workers and affordable housing. Braatz said UWExt uses UWExt methodology to benefit county residents. Swan said UWExt staff have to be on guard all the time to complete the organization's mission and find funding. Decker said UWExt does a good job selling what they do. Braatz said it is critical to be aware of what is happening in the community. Staff work together to devise a funding plan in-line with the strategic plan.

In response to Yerke's question, Braatz said Drug Free Communities was moved from the UWExt budget to the Addiction Resource Council when grant funding ended. Being part of a nonprofit will make it easier to raise money for the program.

Jaske asked is the City of Oconomowoc paying for UWExt's needs assessment? Braatz said not at this point. He is working on the project which he can do efficiently and in little time. It is critical to collect and use the right data to get funding. What an organization does needs to be tied to its strategic plan.

Jaske asked are any disruptions such as retirements anticipated? Braatz said he is not anticipating any retirements. Staff enthusiasm is good. Jaske talked about the importance of 4H to the community and its youth. Swan said 4H leadership is needed to prevent delinquency.

Yerke suggested including all UWExt staff on the program chart on page 234 of the proposed budget. Braatz said the 144 state contract positions are not included in the program chart because they are not funded with Waukesha County resources.

Braatz thanked Supervisor Yerke for donating plants and seeds to the Huber garden program. Braatz said lifelong learning has never been more important.

Motion: Swan moved, Zimmermann second, to approve the 2015 UWExt operating budget.

Yerke requested an improved organizational chart to better illustrate the number of actual number of staff in the department. Mader said this could be updated as a technical change.

Motion carried 5-0.

Discuss and Consider the 2015 Waukesha County Federated Library System (WCFLS) Operating Budget

Meyer presented the 2015 WCFLS operating budget including financial and position summaries, estimated 2014 library tax levy estimates and calculations, and objectives.

Yerke said WCFLS is a good example of shared tax burden. Meyer said state aid has remained the same since it was reduced 10% in 2012. WCFLS and member libraries seek efficiencies to best spend allotments. Municipalities with libraries, exempt from the county levy, have to show they provide services according to the county's appointed level of support.

Swan asked are increased expenditures and county levy related to the dissolution of the joint Town of Lisbon/Village of Sussex library? Meyer said levy and expenditure increases are the result of this change. The committee discussed funding changes brought on by the Lisbon/Sussex library changes that were recently approved by the county board.

In regards to Swan's question, Meyer said a centralized cataloging model is anticipated to result in significantly reduced costs for all libraries, greater efficiencies and a higher quality catalog. Meyer explained the intricacies of cataloging.

In response to Zimmermann's question, Meyer said library funding and formulas are very complicated and explained how funds are collected and distributed. The committee discussed WCFLS's complex funding formulas and distribution.

Meyer said an Act 150 committee meets every five years to discuss funding. Swan asked has the committee looked at changing the formulas to include capital costs? Meyer said that option has been discussed many times but the county does not wish to provide reimbursement for libraries' capital improvements. Decker said communities realize that libraries are valuable to quality of life. Meyer said the funding formulas are theoretically fair but do not provide dollar for dollar reimbursement of costs. Library communities pay a higher rate because of capital costs but residents of library communities also use the libraries more frequently. Jaske said it is hard to determine what is fair for capital cost reimbursement.

Yerke asked why is WCFLS not located in the courthouse? Meyer said appropriate space for WCFLS could not be found in a county facility. Staff reductions over the years have allowed them to find a smaller space with a bit of room for growth for significantly less. Meyer circulated pictures of their new location. Decker said perhaps there will be space after courthouse renovations are completed. In response to Decker's question, Meyer said WCFLS has a two year lease on the current office space.

In response to Jaske's question, Meyer said a committee of member library representatives provides input into magazine subscriptions for eMagazine content.

Zimmermann said the revenues exceed expenditures for the CAFÉ shared automation fund but fund balance is not being used. Meyer said \$411,804 is expected to be spent for CAFÉ upgrades from fund balance in 2014 and \$451,804 in 2015.

Motion: Jaske moved, Zimmermann second, to approve the 2015 WCFLS operating budget. Motion carried 5-0.

Discuss and Consider the 2015 Non-Departmental Budget

Cummings described what items are found in the non-departmental general fund budget and reviewed the

expenditures and revenues detailed in the financial summary line-by-line as found in the 2015 proposed budget.

Swan asked do all Wisconsin counties belong to regional planning commissions? Cummings said county membership in the state's planning commissions is not required by the state but Waukesha County has found membership to be beneficial.

Cummings said the county is going out to bid to find a new vendor for economic development services. Jaske asked is the county looking to replace WCEDC with a public or private entity? Cummings said the replacement would probably be nonprofit. In response to Zimmermann's questions, Cummings said the county is studying other economic development organizations to learn more about other models. The revolving loan fund will remain in the community development block grant budget.

In response to Zimmermann's question, Cummings said he is not sure which communities are members of the Waukesha Area Convention and Visitors Bureau.

In regards to funding for the Wisconsin River Rail Transit System, the committee briefly discussed who is responsible for maintaining which parts of the railroads.

In regards to the \$20,000 budgeted for employment advertising, Yerke said the amount is surprising since the county's turnover rate is relatively low. Decker said the county has had significant retirements and routinely advertises for summer help.

Swan asked are funds for storm water management special assessments in this budget? Cummings said it is in the parks and land use department budget.

Swan asked why was the small business leverage loan fund program budget reduced by \$100,000? Cummings said in 2015, businesses will begin paying back loans so there will be revenue to feed the revolving fund process. Cummings said other counties have begun duplicating Waukesha County's program. In response to Jaske's request, Cummings said he would provide her with a list of participating banks.

Cummings distributed a handouts titled *2015 Health & Dental Insurance Fund Major Items*.

Motion: Jaske moved, Yerke second, to approve the 2015 non-departmental general fund budget. Motion carried 5-0.

County Board Committee Reports by Committee Chairs for the Following 2014 Meetings:

Public Works – October 2-Swan said the committee approved the 2015 public works operating budget. Swan recommended that county board members review permit fees listed in the budget.

Judiciary – October 3- Spaeth said the committee unanimously approved the 2015 operating budgets of the sheriff's department, medical examiner, emergency preparedness, district attorney's office and circuit courts services.

Waukesha County Historical Society Board (WCHSB) – September 23-Yerke said the part-time educator will become full time at the WCHSB and take on the duties of the curator who is leaving the organization later this month. The WCHSB contacted four developers about repurposing the museum building. The annual

campaign has begun with materials sent to 10,000 people and the organization was recently awarded a \$30,000 Les Paul grant. The WCHSB has 18 events scheduled for this fall.

Consider Sale Values for County-owned Foreclosure Properties

Reeves distributed and reviewed a handout titled *Determine Sale Values on Tax Foreclosure Auction Properties*.

LSBT 0149.983

Reeves reminded the committee that it recommended a sale price for this property for the 2012 and 2013 auctions. Todd described the property and said the house would be razed next summer if it is not sold in the 2014 auction.

Per Yerke's request, Todd said the county would ask Habitat for Humanity if they are interested in buying the property. Dahl said he is a member of the Habitat for Humanity board of directors and would recommend the property to the organization. Reeves said Habitat has bought foreclosed properties from the county but prefers to build rather than renovate. Zimmermann asked how much will it cost to raze the house? Swan asked could the house be burned down? Todd said it would cost \$15,000 to \$20,000 to raze the house. Burning down the house is equally expensive because certain materials, such as asbestos and roofing materials, need to be removed from before the burn and disposed. Reeves distributed pictures of the house and said the previous owners did considerable work on the interior.

In response to Yerke's question, Reeve said this is probably not a buildable lot and explained why it would be unattractive to builders. Todd explained that builders would need to follow the Town of Lisbon's building codes. In response to Decker's question, Todd said the septic does not look good. Surrounding neighbors have had to upgrade their septic systems.

Swan asked how big is the lot? Todd said this is a one acre lot. Jaske asked how much do acre lots in the area cost? Yerke said perhaps the neighbors would buy the property if it is priced right. The committee debated Yerke's suggested \$20,000 sale price.

Motion: Yerke moved, Zimmermann second, to approve the recommended sale price of \$20,000 for LSBT 0149.983. Motion carried 5-0.

MNFV 0011.234

Reeves explained that state statutes allow the county to sell these properties to municipalities for the cost of back taxes and related expenses or to the highest bidders at auction. Decker asked could the county demolish this building and sell the land? Reeves said the county sells properties as is. Todd said the county discloses everything about properties to limit future liabilities.

Motion: Yerke moved, Swan second, to approve the recommended sale price of \$80,000 for MNFV 0011.234. Motion carried 5-0.

OCLV 0585.970

Reeves said this unbuildable lot appears to be the result of a survey error. The State of Wisconsin Department of Transportation (WisDOT) may be interested in purchasing this property since it owns the surrounding land.

Motion: Zimmermann moved, Decker second, to approve the recommended sale price of \$300 for OCLV 0585.970. Motion carried 5-0.

SUXV 0235.980

Motion: Swan moved, Decker second, to approve the recommended sale price of \$300 for SUXV 0235.980.

Yerke questioned whether the property provided access to surrounding lots and recommended staff research that option before putting the lot up for auction. Mader said the county's register of deeds and "sophisticated GIS system" should be able to provide answers. Reeves said the last conveyance of this parcel was in 1939. Yerke said he would vote for the recommended sale price if Reeves committed to researching the property before selling it. Reeves agreed.

Motion carried 5-0.

NBC 1280.103

Reeves described this unbuildable, 0.14 acre parcel located near I-43. Todd said he is doubtful the neighbors to the south would want to buy NBC 1280.103 since they recently combined two adjacent lots into one and built a house on it.

Motion: Yerke moved, Swan second, to approve the sale price of \$1,000 for NBC 1280.103. Motion carried 5-0.

SUMT 0662.987

Decker wondered if SUMT 0662.987 could possibly be an egress/ingress for another parcel. Zimmermann pondered that the only interested buyers for this plot would be Pabst Farms or adjacent owners. Reeves explained that the assessed value of this lot is very low because it is zoned agricultural. Decker asked is the lot buildable? Reeves said the lot is probably not buildable. The committee should assign a price to this lot that would be in the realm of what Pabst Farms would pay for it. In response to Yerke's question, Reeves read aloud the history of the property which revealed it was last conveyed in 1960. She said parcels such as this one are usually the result of survey errors.

Motion: Zimmermann moved, Jaske second, to approve the sale price of \$5000 for SUMT 0662.987. Motion carried 5-0.

WAKC 1343.281

Reeves described this five acre, landlocked and foreclosed property which the county took title of from the Bielinski Conservation Community Land Foundation Inc. after the organization ceased to exist. Decker asked are any of the surrounding neighbors interested in buying the lot? Todd said the condo association may be interested. Jaske asked what would happen if the county did not "take" this parcel? Reeves said the property would just "sit" there. The foundation is not paying taxes on several retention ponds in the county but since there is no longer a foundation, there is no one to sue. The county does not want the liability of retention ponds. Decker said governments are frequently "stuck" when developers abandon their grand plans.

Yerke asked has WAKC 1343.281 been auctioned before? Reeves said this property has never been auctioned. If the property does not sell, the committee can further reduce the price for following auctions. Todd said the county will need to remove a tree on the lot line if it does not sell, which is expected to cost \$1,500 to \$2,000 if county departments do not have time to remove it. Reese said the likelihood of the

condo association buying the property is low. Swan said he does not want the sale price to be lower than the assessment.

Motion: Swan moved, Zimmermann second, to approve the sale price of \$8,000 for WAKC 1343.281. Motion carried 5-0.

DELC 0782.983

Reeves said she does not know why this 0.14 strip of land was assessed at \$10,300 or if the value is appropriate since the assessment appears to be too high. Decker recommended a sale price of \$1,200 to sell the property quickly and cover the county's costs.

Motion: Zimmermann moved, Jaske second, to approve a sale price of \$1,200 for DELC 0782.983. Motion carried 5-0.

Motion: Zimmermann moved, Jaske second, to adjourn the meeting at 12:22 p.m. Motion carried 5-0.

Respectfully submitted,

Peter Wolff
Committee Secretary